



JOB ANNOUNCEMENT

Police Officer

Herndon Police Department recognizes the value of the skills new hires bring to the department. Advance pay steps are given to new Police Officer I hires who meet the below criteria.

Military experience: Must fulfill entire term and be honorably discharged. 5% increase above starting salary given.

Language experience: Ability to fluently speak, read and write a language other than English. Fluency may be tested at town's discretion. 5% increase above starting salary given.

Education: Bachelor's degree from accredited institution. 2.5% increase above starting salary given.

Certified law enforcement experience: 2.5% credit given for 1 year of VA certified patrol experience. 1% credit given per year for non-patrol certified or non-Virginia certified experience.

All advanced steps shall not exceed 25% above the minimum starting salary of the Police Officer 1 classification range.

Duties: Patrols areas of the town; prevents and discovers commission of crime; apprehends criminals and offenders; enforces traffic laws; responds to calls for service and complaints from citizens involving accidents, misdemeanors and felonies; conducts accident and criminal investigation; gathers evidence; interviews suspects and witnesses; writes reports; makes arrests as required; renders credible information as witness in court and other related police duties.

Requirements: Must be a U.S. citizen and 21 years of age at date of appointment; high school diploma or equivalent; must possess valid Virginia driver's license with a good record upon hire; must be able to communicate clearly and effectively both orally and in writing; be of character and reputation to pass extensive background investigation. Current Virginia law enforcement officer certification preferred. Bi-lingual in Spanish desirable. NOTE: Must be willing to sign a condition of employment agreement which precludes smoking on or off duty.

Hours: Varies, 80 hours per two week pay period

Process: Written examination, initial interview, physical agility test, background investigation, polygraph, psychological evaluation, and oral board. The polygraph will cover the following areas: illegal drug use, undetected crime, and other areas regarding personal history.

Expected Duration: After the initial background interview, process takes approximately 12 weeks.

Reapplication: If not appointed, you are eligible to reapply one year after initial test date.

Salary: Grade P1, \$52,216+ (Virginia law enforcement certified may be eligible for higher starting salary depending on qualifications). Excellent benefits package to include health, dental, disability and life insurance; flexible spending plan; deferred compensation; credit unions; VRS retirement and police supplemental retirement.

Closing Date: Open until filled

Contact: Human Resources, P.O. Box 427, 777 Lynn Street, Room 110, Herndon, VA 20172, (703) 481-1185

AN EQUAL OPPORTUNITY EMPLOYER

The Town of Herndon supports the Americans with Disabilities Act by making reasonable accommodations for persons with disabilities, so that they may participate in job interviewing, services or activities, offered by the town. Please call (703) 435-6817 for any accommodation that may be necessary to allow for participation.

All town vacancies may be viewed online at www.herndon-va.gov.
For further information or opportunities, call the Job Line at: (703) 481-1185,
or e-mail us at jobs@herndon-va.gov.